Manage Sourcing Events with Simplicity and Speed

Spend management success depends on quickly finding the best suppliers to meet your needs. And the guided sourcing capability for the SAP® Ariba® Sourcing solution makes it easier than ever. This smart, intuitive user experience streamlines and speeds the creation, monitoring, and awarding of RFI and RFP sourcing events, helping you complete more projects with less effort so you can generate savings faster.

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OVERVIEW AND BENEFITS

The guided sourcing capability is a new user experience (UX) within the SAP® Ariba® Sourcing solution that expedites and improves the creation, monitoring, and awarding of request for information (RFI) and request for proposal (RFP) sourcing events. By delivering simplified, streamlined processes that help reduce the time and effort needed to drive sourcing events, this friendly and intuitive UX makes it easier for you to realize sourcing savings faster.

• Simplified, single-screen RFP and RFI creation lessens the time and effort required to generate events, increasing user satisfaction and boosting adoption.
• Step-by-step directions, help, and guided tours powered by the SAP Enable Now solution are available on every screen, mitigating the need for training and change management efforts.
• Smart Excel import supports creation of line items from custom Excel files not in predefined SAP Ariba formats (such as the Excel bid sheet customers typically attach to events) and automatically maps data to correct system terms, shortening cycle times and increasing accuracy.
• Enhanced search and filtering plus 360-degree supplier snapshots help optimize visibility and accelerate workflows.
• Bulk edit capabilities let you select items you wish to update and either add or revise terms, eliminating the need to access each line item separately or export to Excel to make changes.
• Multi-round negotiation and bidding within a single RFP sourcing event saves you from having to run multiple events as a workaround.
• Built-in messaging supports quick and easy collaboration with internal stakeholders and suppliers right from the event screen.
• Quick manual award scenario creation and one-click awarding enhance productivity and efficiency.

Do we have to pay a separate fee for guided sourcing?
No, guided sourcing is available at no additional cost for all licensed SAP Ariba Sourcing customers.

Is guided sourcing a 1:1 replacement for the classic SAP Ariba Sourcing UX?
No, this initial release of guided sourcing covers just the RFI and RFP creation and management processes. Full parity with the current UX will occur gradually across future releases.
What is the SAP Enable Now solution?
SAP Enable Now is SAP’s in-app guidance tool, and guided sourcing is the first buyer capability to use it. SAP Enable Now is only available in the guided sourcing UX, not the classic UX.

IMPLEMENTATION AND USAGE

How can I start using guided sourcing?
As an SAP Ariba Sourcing customer, you can easily deploy guided sourcing on your own. You will first need to run an administrative process to activate the guided sourcing UX and create an out-of-the-box template that works with the capability. Once activation is complete, any user having the “Category Buyer” role will be able to create events through guided sourcing.

Can we work in both the classic UX and the guided sourcing UX?
Yes, as long as you have the correct permissions, you can work in both UXs. It is possible to have a guided sourcing event as part of a full project in the classic UX. For example, you may have a classic UX full project with a guided sourcing RFP event and a classic UX auction.

Can some of our users access guided sourcing while others use the classic UX, or do we have to mandate enablement of all users on guided sourcing at once?
You can choose which users access which UX, and they can be in both if needed. Access is controlled by permission.

My organization only uses quick projects. Should we switch to guided sourcing?
The initial release of guided sourcing supports quick-project RFPs and RFIs, so it works well for users who do quick-project requests today. However, it does not yet support functionality such as alternative bidding, envelope bidding, scoring and grading, or conditional questions. Enablement of those features is planned for upcoming releases.

My organization only uses full projects. Should we switch to guided sourcing?
Guided sourcing currently allows users to create quick-project RFPs and RFIs, and to add a guided sourcing RFP or RFI to a full project on an ad hoc basis (so users can add a guided sourcing RFP or RFI during project creation, but not at the template level). Users in your organization who can’t utilize this level of functionality are better off waiting a few quarters until we have completely built full projects in the new UX.
Guided sourcing currently allows users to create quick-project RFPs and RFIs, and to add a guided sourcing RFP or RFI to a full project on an ad hoc basis (so users can add a guided sourcing RFP or RFI during project creation, but not at the template level). Users who conduct auctions should wait a few quarters until we’ve built auctions in the new UX.

Since guided sourcing is enabled at the user level, those who need to create quick-project RFPs and RFIs could turn on guided sourcing now, while those who require full projects, auctions, or other not-yet-supported functionality (such as alternative bidding, envelope bidding, scoring and grading, or conditional questions) should wait until we’ve built out those features before they turn on guided sourcing.

If you need auctions, ERP integration, conditional content, alternative bids, scoring and grading, envelopes, or access controls, or if you only use templated full projects, you should wait until these features are built into the UX before you adopt guided sourcing.

No, in the initial release you cannot modify the content. Our future plan is that customers with an enterprise license will be able to customize the content through SAP Enable Now.

No, guided sourcing events cannot be added to a full-project template. They can only be added ad hoc to a classic UX full project.

Yes. Reporting on multi-round events is also supported in SAP Ariba Spend Analysis (but not the individual bids).
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<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>Will guided sourcing impact existing integrations to SAP ERP for material master integration or sourcing award integration?</td>
<td>In the initial release, material master integration is available, and sourcing award integration is supported only for the SAP Ariba Contracts solution. SAP ERP integration will be provided in a future release.</td>
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<td>Do supplier eligibility criteria rules work within guided sourcing templates?</td>
<td>Yes, for publishing and awards. Support for preferred supplier lists will be included in a future release.</td>
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<td>Does the flow from guided sourcing to SAP Ariba Contracts work the same as in the classic UX?</td>
<td>Yes, users can create a follow-on contract from a guided sourcing event.</td>
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<td>Can templates be reused and edited in guided sourcing?</td>
<td>Yes.</td>
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<td>What are the event limits?</td>
<td>For this initial release of guided sourcing, the event limits are 100 line items, 20 terms, and 50 suppliers. The next release will have the same event limits as a standard event in the classic UX.</td>
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**Learn More**

For additional information about how guided sourcing can help your business, watch this brief overview video, visit our web page, or contact your SAP Ariba representative.